

8 September 1997

Re: NEPA Technical Inquiry 0029 - Deadline for NOA for an EIS

Dear NEPA Call-In User:

This letter is in response to your February 11, 1997 request for information about the deadline for submitting a Notice of Availability of an Environmental Impact Statement (EIS) to the Federal Register (FR). Specifically, you are completing an EIS and want to determine what day the FR notice may be published so the EIS may be dated the same day.

NEPA Call-In contacted the GSA Acquisition Policy Office, to determine their schedule for submitting notices to the Federal Register. As detailed in our earlier letter to you, Federal Register notices are to be sent to the GSA Acquisition Policy Office's attention, who then submits the notice to the Federal Register (the address is U.S. General Services Administration, Attn: GSA Acquisition Policy Office (MVP), 1800 F Street, N.W., Washington, D.C. 20405). The GSA Acquisition Policy Office said it is difficult to give a precise date of publication because it depends on her workload and the Federal Register's schedule. However, the office estimated publication to be an average of five working days after the office receives the notice. The office attempts to deliver notices to the Federal Register on the day they are received or the next day.

NEPA Call-In also contacted the office of the Federal Register Director, National Archives and Records Administration, (202) 523-4534, to determine their schedule for publishing Federal Register notices. A scheduling editor stated they work on a three-day publication schedule. That is, if a properly completed notice is received by their office prior to 2 p.m. it will be published three working days later. However, if the notice exceeds 100 pages or is not properly prepared, publication may take longer. If you would like to know the exact date of publication, you should include with the notice such a request along with your phone number. The Office of the Federal Register will call and inform you of the date the notice will appear. In addition, if you have a specific date which you would like the notice to appear (such as two weeks after you submit the notice), you should state the date you want the notice to appear when you submit the notice.

Federal Register notices should be submitted exactly as they are to appear, and are sent by the GSA Acquisition Policy Office to the attention of Mr. Raymond Mosley, Director, The Federal Register, National Archives and Records Administration, 7th and Pennsylvania Avenue, N.W., Washington, D.C. 20408. The National Archives and Records Administration provides guidance on how to prepare Federal Register notices and other documents, in their publication titled "The Document Drafting Handbook." Chapter 3 (previously sent to you) deals with notices. The complete document can be found on the Internet at "www.nara.gov/nara/fedreg/ddh/ddhout.html".

The materials in this TI have been prepared for use by GSA employees and contractors and are made available at this site only to permit the general public to learn more NEPA. The information is not intended to constitute legal advice or substitute for obtaining legal advice from an attorney licensed in your state and may or may not be the most current legal developments. Readers should also be aware that this response based upon laws, regulations, and policies in place at the time it was prepared and

this response will not be updated to reflect changes to those laws, regulations and

Sincerely,

(Original Signed)

NEPA Call-In Researcher